

**Circuit Court for Howard County  
Position Announcement**

<b>Job Title:</b>	<b>Juvenile Specialist/Legal Services Technician</b>	<b>Position Type:</b> Full-time
<b>Opening Date:</b>	<b>January 8, 2022</b>	<b>Closing Date:</b> Open until filled
<b>Grade/Salary Range:</b>	<b>G/\$43,246 - \$50,249</b>	<b>Starting salary commensurate with education and experience.</b>

This position is responsible for scheduling juvenile delinquency and CINA cases. The incumbent will report to the Director of Calendar and Caseflow Management.

**Essential Functions:**

- Sets juvenile court events within Calendar Management established procedures and differentiated case management plans;
- Assist with the preparation of Master and Hybrid Calendars in Excel;
- Assists the public, attorneys and related state agencies by providing information about the status of Juvenile cases or court procedures, both at the counter and by telephone;
- Reports juvenile case information to other state agencies, as appropriate;
- Assists in the scheduling of all other court events as needed;
- Assists in the scheduling of meetings between the Court, DJS, SAO, OPD, Clerks' Office, Sheriff's Department, and other related agencies/persons;
- Serves as backup to the Court Interpreter Coordinator;
- Assists Family Law in the processing of case files;
- Retrieves files for review by the public and court personnel;
- Serves as an informational resource for the public and related agencies regarding juvenile case procedure and scheduling
- Serves as backup to the criminal case manager;
- Compiles data regarding domestic violence cases on a weekly basis;
- Contacts counsel to obtain updated information on future trials; and
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Working knowledge of juvenile delinquency and CINA court procedures is preferred.
- Working knowledge of Windows based applications with an emphasis on Excel.
- Understanding of State and County court structure is preferred.
- The ability to exercise discretion and independent judgment and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).
- Excellent organizational skills, the ability to establish priorities, be adaptable, and multi-task oriented.
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax and spelling.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions, and decimals.
- Ability to lift up to 25 lbs. as needed.

**Experience:** Relevant experience includes 2 years' experience in the child welfare system and /or court system.

**Education:** Possession of an Associate's Degree from an accredited college or university or an equivalent amount of experience within the court system working with juvenile cases can be substituted for a degree.

Beginning December 29, 2021, all new employees will be required to be fully vaccinated as a condition of their employment. Full vaccination status requires that two weeks have passed since the employee's second Pfizer or Moderna vaccination shot, or since the one Johnson and Johnson vaccination shot. Religious and medical exemptions will be made on a case-by-case basis. This new condition of employment is consistent with other state judiciary orders and with local, state, and federal requirements being adopted to control COVID-19 transmission rates and to safeguard the health of Judiciary personnel and the public.

**Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:**

Deidre Barksdale  
Circuit Court for Howard County  
9250 Judicial Way  
Ellicott City, MD 21043

[dbarksdale@howardcountymd.gov](mailto:dbarksdale@howardcountymd.gov)

**The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.**